

Personnel

SPONSORSHIP AND IN/OUT-PROCESSING OF CIVILIAN PERSONNEL

This instruction establishes procedures and responsibilities for the sponsoring and in/out-processing of civilian personnel. The provisions of this instruction apply to United States Transportation Command (USTRANSCOM) civilian personnel assigned at Scott AFB, Illinois. The overall objective is to establish procedures for the sponsorship program and in/out-processing of civilian personnel assigned to the command. Send comments and suggested improvements to this instruction on Air Force (AF) Form 847, Recommendation for Change of Publication, to USTRANSCOM/TCJ1. The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM.

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SUMMARY OF REVISIONS

Provides detailed information on the sponsorship program and in/out-processing of civilian personnel at USTRANSCOM. Updates office symbols and office designations. NOTE: Since this instruction has been revised in its entirety, asterisks will not be used to identify revised material.

1. References, Abbreviations, Acronyms, and Terms. Glossary of references, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

1.1. The Directorate of Manpower and Personnel (TCJ1) is the office of primary responsibility for monitoring sponsorship and in/out processing programs for all civilian personnel assigned to USTRANSCOM at Scott AFB, Illinois.

1.2. Directors and Chiefs of Direct Reporting Elements (DREs) are responsible for obtaining a sponsor for each newly assigned civilian within their directorate or DRE. Sponsors are normally obtained by asking for volunteers. *Sponsors will be assigned by the directorate/DRE at the time the fill action, Standard Form 52, Request for Personnel Action, is submitted to Directorate, Manpower and Personnel, Programs Division, Civilian Personnel (TCJ1-PC).* When possible, the sponsor will be equal in grade to the incoming person.

1.3. The sponsor is responsible for actions outlined in the Checklist for Civilian Personnel Sponsors (Attachment 2).

1.4. The supervisor of the new employee is responsible for actions outlined in Checklist for Supervisors of Newly Assigned Civilian Personnel (Attachment 3).

1.5. The newly assigned employee is responsible for returning USTRANSCOM Form 17, USTRANSCOM Civilian Personnel In-Processing Checklist (Attachment 4) to TCJ1-PC not later than (NLT) 14 days after arrival. The outgoing employee is responsible for returning USTRANSCOM Form 18, USTRANSCOM Civilian Personnel Out-Processing Checklist (Attachment 5) to TCJ1-PC NLT 2 days prior to departure.

2. Policies:

2.1. Within 5 workdays of notification and selection, the sponsor should forward a welcome package to the new employee relocating to Scott AFB. Maps and other locality information will be maintained by TCJ1-PC. It will be the sponsor's responsibility to obtain and mail packets to the newcomer. In addition to locality information, the sponsor must include a personal letter offering assistance and a welcome letter from the Deputy Commander in Chief (DCINC). Welcome packets for local employees (not new to Scott AFB) will only consist of a letter from the sponsor.

2.1.1. Sponsors will advise and assist the new employee with security paperwork (if the position requires Top Secret clearance and the employee needs to upgrade their clearance), and initiate paperwork to obtain restricted area badges and parking decals.

2.1.2. Sponsors will introduce the new employee to their immediate supervisor, all levels of management in the supervisory chain, and their coworkers.

2.1.3. Sponsors will schedule in-processing appointments in accordance with the Checklist for Supervisors of Newly Assigned Civilian Personnel (Attachment 3)

2.2. Upon arrival of the new employee, the sponsor should provide a copy of USTRANSCOM Form 17 (Attachment 4) to be completed and returned to TCJ1-PC.

2.3. Upon reporting to TCJ1-PC, the new employee will be in-processed by completing locator and finance data. Their name will be forwarded for inclusion in the next USTRANSCOM Newcomer's Orientation.

2.4. Employees leaving USTRANSCOM for another organization on Scott AFB, must complete USTRANSCOM Form 18 (Attachment 5) NLT 2 days prior to departure. Civilian Employee Clearance Form, Scott AFB Form 18 (Attachment 6), will be used only when an employee leaves Scott AFB. This form must be turned in to the Civilian Personnel Flight (CPF) prior to employee's last workday.

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Attachments:

1. Glossary of References, Abbreviations, Acronyms, and Terms
2. Checklist for Civilian Personnel Sponsors
3. Checklist for Supervisors of Newly Assigned Civilian Personnel
4. Sample USTRANSCOM Form 17, USTRANSCOM Civilian Personnel In-Processing Checklist
5. Sample USTRANSCOM Form 18, USTRANSCOM Civilian Personnel Out-Processing Checklist
6. Sample Scott AFB Form 18, Civilian Employee Clearance

Distribution: X (TCCC-P, TCCC-Q, TCCC-X, TCFP-O, TCIG, TCIM, TCJA, TCPA, TCRC - 1 each; TCJ8, TCSG - 2 each; TCJ2 - 3; TCDC-JS, TCJ5 - 4 each; JTCC, TCJ1, TCJ5, TCJ6 - 5 each; TCJ3/J4 - 13).

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A--References

Office of Personnel Management (OPM) General Personnel Recordkeeping Policies. OM (SU 293-31)

Section B--Abbreviations and Acronyms

AF - Air Force

CPF - Civilian Personnel Flight

DCINC - Deputy Commander in Chief

NLT - Not Later Than

TCJ1 - Manpower and Personnel Directorate

TCJ1-PC - Manpower and Personnel Directorate, Programs Division, Civilian Personnel

USTRANSCOM - United States Transportation Command

CHECKLIST FOR CIVILIAN PERSONNEL SPONSORS

The purpose of the civilian sponsorship program is to welcome newcomers to the command by providing effective personal assistance to the newly assigned employee and an orderly and smooth transition into the new assignment.

INITIALS AND DATE

SPONSOR'S RESPONSIBILITIES

1. _____ Furnish a welcome package to the newcomer.
 - a. Welcome packages for employees relocating to Scott AFB will include:
 - (1) A welcome letter from the sponsor providing the following basic information:
 - (a) Sponsor's office symbol and duty telephone number.
 - (b) Information about USTRANSCOM.
 - (c) Directions to Scott AFB.
 - (d) An offer of assistance in arranging for temporary quarters. Request tentative arrival date.
 - (e) Data on cost and availability of temporary quarters and permanent housing.
 - (f) Information on local schools.
 - (g) Information on area weather conditions.
 - (h) Job information.
 - (2) Handouts/pamphlets for on base and community facilities (maintained and assembled by TCJ1).
 - (3) DCINC welcome letter (samples may be obtained from TCJ1).
 - b. Welcome packages for employees who are new to the command, but not new to Scott AFB.
 - (1) A short welcome letter from the sponsor.
 - (2) Information about USTRANSCOM and the employee's new job. Note: Local employees may transfer with short notice, making it impractical to send a welcome letter. In those instances, sponsors should contact the individual by phone and provide necessary information and assistance. DCINC welcome letters should be sent to local employees if time permits prior to reassignment.
2. _____ Initiate security clearance and restricted area badge paperwork.
3. _____ Schedule supervisor discussion. See Attachment 3 for supervisor's responsibilities.
4. _____ System-Base Level, for proper RC/CC classification at civilian pay, and to determine and discuss American Express eligibility.
5. _____ Orient newcomer to the command, building layout, location of all directorates and DREs, and the general layout of base facilities (as applicable).
6. _____ Schedule USTRANSCOM orientation briefing. Employees who are relocating to Scott AFB will also attend the base newcomers' orientation and fire prevention briefings scheduled with the base CPF.
7. _____ Return completed in-processing checklists/location forms to TCJ1-PC.

CHECKLIST FOR SUPERVISORS OF NEWLY ASSIGNED CIVILIAN PERSONNEL

INITIALS AND DATE

SUPERVISOR'S RESPONSIBILITIES

1. _____

Conduct an initial discussion with the new employee to orient them to the workplace. Discussion requirements are:

- a. Review and discussion of employee's position description.
- b. Explanation of work unit and relationship between the employee and coworkers. Review of all materials, manuals, etc., which may be needed on the job, relevant safety practices, and other work center policies.
- c. Identify training requirements to TCJ1-PT (through directorate/DRE training POC) as soon as possible after employee is on duty, so scheduling can be accomplished.
- d. Explanation of the chain of command and points of contact for information and assistance.
- e. Explanation of hours of duty, lunch, and authorized break periods, approving official for leave, and similar matters.

2. _____

Review and discuss performance plan with employee. (If employee is a new Air Force employee, an initial appraisal is due after the first 90 days of employment.)

NOTE: THE CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL-PERFORMANCE PLAN, AF FORM 860, MUST BE ACCOMPLISHED WITHIN 2 WEEKS OF THE NEW EMPLOYEE'S ARRIVAL. UPON COMPLETION OF THE PERFORMANCE PLAN, SUPERVISOR/RATING OFFICIAL IS REQUIRED TO DISCUSS THE PERFORMANCE PLAN WITH THE EMPLOYEE.